

# GRANT COUNTY

## CONSERVATION, SANITATION AND ZONING DEPT

150 West Alona Lane, Suite #1, Lancaster, WI 53813 608/723-6377 X4

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Fax: (608) 723-6792

### COMPREHENSIVE PLAN MAP & ZONING DISTRICT AMENDMENT APPLICATION PROCEDURES

**FEE: \$750.00**

The following is a review of the overall procedure involved in applying for a Rezone of property. This review is not meant to be all-inclusive for all cases, but will provide an idea of what processes and materials are needed to successfully complete your Comprehensive Plan Map Amendment and a Comprehensive Zoning Ordinance Zoning District change request.

**This is a two part process:** Part one is the Comprehensive Plan Map Amendment requiring Town participation (hearing), a Grant County Conservation, Sanitation & Zoning Committee Hearing and a Grant Co. County Board Hearing. Part two is the Comprehensive Zoning Ordinance Zoning District Amendment requiring Town participation (hearing), a Grant County Conservation, Sanitation & Zoning Committee Hearing and a Grant Co. County Board Hearing. If you have any questions with your request, please contact the Conservation, Sanitation & Zoning Dept. Dept.

This packet contains:

1- A Comprehensive Plan Map & Zoning District Amendment Application form, 2- A Request for Town Participation form.

**The Petition for Comprehensive Plan Map & Zoning District Amendment Application form must be completed and submitted {with fee} to the Conservation, Sanitation & Zoning Dept. before a public hearing date can be scheduled.** Once the permit is received by the Conservation, Sanitation & Zoning Dept. to expedite the process, the applicants request will allowed to be placed on the Grant Co. Conservation, Sanitation & Zoning Committee hearing agenda before the applicant meets with the Town. However, the Conservation, Sanitation & Zoning Dept. must have the completed Town Participation Form prior to the date of the County hearing.

**Note: If the Town Participation Form is not completed and provided for the hearing and the request is postponed as a result, the applicant shall pay another application fee.**

Public hearings are scheduled on a first come, first served basis and are held at the Grant Co. Administrative Building as the Grant Co. Conservation, Sanitation & Zoning Committee may determine. The Conservation, Sanitation & Zoning Dept. staff will answer questions about the application, but the staff cannot be responsible for any defects that may arise in your application nor provide you with legal advice.

**Applicant Requirements & Public Hearing Information:** On the COMPERHENSIVE PLAN MAP & ZONING DISTRICT AMENDMENT APPLICATION form under **Property Location**, the complete legal description of the property must be listed. This legal description can be obtained from the following: (1) Property tax bill, (2) Plat of Survey, (3) Title policy, (4) **From a Licensed Surveyor if for a proposed land division. (The full legal description may be an attachment to the application)**

The application must be signed by all property owners of record. If an agent is to sign the application, written proof of authority is required to accompany the application. If the property is in a Trust, the Trustee must sign the application, provide proof of authority and the names and addresses of all those with a beneficial interest in the Trust.

**The application must be complete including an address and phone number where someone can be reached for questions or information.**

**A copy of a survey map is required for part two Zoning District Amendment if your request includes a proposed land division.**

**Public Hearing before the Conservation, Sanitation & Zoning Committee:** At the public hearings, the petitioner will be required to make a presentation pursuant to the items listed below. The Conservation, Sanitation & Zoning Committee does not require that the petitioner have an attorney; however, they may be represented by one if they wish. This presentation can be of any length and can involve any additional materials that are relevant to the petition. The Conservation, Sanitation & Zoning Committee does request that all presentations be kept as short as possible and also wishes to inform the petitioner that any materials presented as evidence to the Conservation, Sanitation & Zoning Committee will be kept permanently with the petition.

**Public Hearing Presentation:** Petitioner, person's attorney or agent must attend the public hearing and present testimony.

All exhibits by the petitioner will be marked and retained by the Conservation, Sanitation & Zoning Committee.

The order of presentation will be:

(1) – Conservation, Sanitation & Zoning staff findings, (2) – Petitioners presentation, (3) - Persons appearing in support, (4) - Persons appearing in opposition

Rationale for zoning relief must be given in narrative form by the petitioner and with information provided that the proposed rezone and/or associated structures are in accordance with the purpose and intent of the relevant Ordinance(s) and are not hazardous, harmful, offensive or otherwise adverse to the environment or the community.

All questions arising from the public shall be directed to the Conservation, Sanitation & Zoning Committee Chairperson.

**Decisions:** Following each Conservation, Sanitation & Zoning Committee Public Hearing and assuming no problems, the Committee will make a recommendation to the County Board. The final decision is made by the Grant Co. County Board. The petitioner may attend the County Board meeting (recommended) at which the decision will be made however it is not mandatory to be there. The petitioner may also contact the Grant Co. Conservation, Sanitation & Zoning Dept. the first working day after the County Board meeting to learn the Board's decision.

# GRANT COUNTY COMPERHENSIVE PLAN MAP & ZONING DISTRICT AMENDMENT APPLICATION

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**Office use:**

Tax Parcel # \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_ Date Received: \_\_\_\_\_

County Zoning District: \_\_\_\_\_ SPO Zoning District: \_\_\_\_\_ FIRM/Flood Study: \_\_\_\_\_

**Applicant:**

Owner(s) Name \_\_\_\_\_

\_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone# \_\_\_\_\_

**Property Location:**

\_\_\_\_\_

\_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4 Sec. \_\_\_\_\_ T \_\_\_\_\_ N R \_\_\_\_\_ W

Lot \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_

Subdivision/CSM# \_\_\_\_\_

Town of \_\_\_\_\_

**Property Information:**

**Tax Parcel #** \_\_\_\_\_

**Total area of the base farm tract** (total acreage of the contiguous property) is: \_\_\_\_\_ acres

**Total area of the proposed parcel(s)** is: \_\_\_\_\_ , \_\_\_\_\_ acres {area(s) in square feet if less than an acre is: \_\_\_\_\_ , \_\_\_\_\_ }

**Current use is:** \_\_\_\_\_ **Proposed use is:** \_\_\_\_\_

**Current Zoning:**

\_\_\_\_\_ District of the Grant County Comprehensive Zoning Ordinance.

\_\_\_\_\_ District of the Grant County Shore-land/Wetland Ordinance.

\_\_\_\_\_ District of the Grant County Floodplain Zoning Ordinance.

**Rezoning Request:**

To change the current zoning district on the: ☐ entire parcel or ☐ on a portion of the parcel

to \_\_\_\_\_ district of the Grant County Comprehensive Zoning Ordinance

or to \_\_\_\_\_ district of the Grant County Shore-land/Wetland Ordinance.

**IMPORTANT:** An attached plot plan or location sketch drawn to scale or with dimensions is required **{4 copies}** showing the location, boundaries, uses and sizes of the following applicable items: subject site property lines (**if a land division is proposed as part of the request a survey map prepared by a licensed Surveyor**), existing and proposed structures, road right-of-way lines, easements, driveways, and all other pertinent features.

**If the town Participation Form is not completed and provided for the hearing and the request is postponed as a result, the applicant shall pay another application fee.**

The undersigned hereby applies for the Zoning Map Amendment requested above and states that the information on this application and the attached plot plan are accurate.

Property Owner(s) Signature \_\_\_\_\_

Date \_\_\_\_\_

# GRANT COUNTY CONSERVATION, SANITATION AND ZONING DEPARTMENT

## REQUEST FOR TOWNSHIP PARTICIPATION

### LAWS REGARDING COMPREHENSIVE PLANS:

Wisconsin Statute 66.1001(3) ACTIONS, procedures that must be consistent with comprehensive plans. Beginning on January 1, 2010, land-use decisions made by local governmental units shall be consistent with that local governmental unit's Comprehensive Plan.

### APPLICANT COMPLETES REQUEST INFORMATION

To the request for (Name) \_\_\_\_\_ to be granted a:

Request type: (Note if the request is a Rezone check both Comp. Plan Map Change & Rezone)

Brief description of request:

\_\_\_\_\_ COMP. PLAN MAP CHANGE \_\_\_\_\_

\_\_\_\_\_ REZONE \_\_\_\_\_

\_\_\_\_\_ CONDITIONAL USE \_\_\_\_\_

\_\_\_\_\_ VARIANCE \_\_\_\_\_

\_\_\_\_\_ SPECIAL EXCEPTION \_\_\_\_\_

For the property: Tax Parcel# \_\_\_\_\_ - Property Address \_\_\_\_\_

### TOWN BOARD: PLEASE FILL OUT INFORMATION BELOW COMPLETELY.

Upon completion return to applicant

(1) - Does the town have any regulations that apply to the request {circle one}? Yes No

If yes – please explain: \_\_\_\_\_

(2) - Is the request consistent with the Towns Comprehensive Plan {circle one}? Yes No N/A

(3) - If not consistent with the Town Comprehensive Plan,  
does the town wish to amend the Comprehensive Plan Map to allow the request? {circle one} Yes No N/A

(4) - Does the town wish to amend the Comprehensive Zoning Ordinance Zoning District? {circle one} Yes No N/A

THE TOWN BOARD OF THE TOWN OF \_\_\_\_\_ ON THIS DATE \_\_\_\_\_

\_\_\_\_\_ DOES NOT OBJECT TO THE REQUEST \_\_\_\_\_ OBJECTS TO THE REQUEST

Board Vote: Number In-Favor \_\_\_\_\_ Number Opposed \_\_\_\_\_ Number Abstain \_\_\_\_\_

Reason(s) for the town board decision: \_\_\_\_\_

CHAIRMAN

CLERK

SUPERVISOR

SUPERVISOR

**APPLICANT:** To get this form completed by the Town, have your request placed on the Town Board Meeting Agenda. To ensure that the Planning & Zoning Committee or the Board of Adjustment makes a prompt decision on your request, be sure to return this completed form with your application.